

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Cadet Command
Fort Monroe, Virginia 23651-5000

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Reserve Officers' Training Corps
2002 ROTC LEADER'S TRAINING COURSE: CADRE INFORMATION

Purpose. This circular provides information to cadre (ROTC, 2LT, USAR, IRR, and NG) assigned duties at the 2002 ROTC Leader's Training Course.

Applicability. This circular applies to all active and reserve component personnel assigned duties at the 2002 ROTC Leader's Training Course. Familiarize yourself with this document and with the 2002 ROTC Leader's Training Course Cadet Information Circular 145-05-2. For convenience, the terms he, him, and his represent both male and female soldiers. Additionally, the

term ROTC Cadre includes Active Component, AGR, Contractors (MPRI/COMTEK) and TPU augmentation personnel..

Suggested Improvements. Send comments and suggested improvements on DA Form 2028, to Commander, Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

Distribution. For distribution to 2002 ROTC Leader's Training Course cadre from the National Guard, USAR, and Cadet Command. Location/Availability of Camp IG 22 8

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1. CAMP CONCEPT.

a. The Cadet Command mission is to commission the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within that framework the camp mission is to conduct a world-class leadership experience that qualifies and motivates cadets to enter ROTC and provides the baseline for ROTC's college leadership education platform.

b. The Leader's Training Course is the Army's two-year ROTC program entry point (lateral entry). It is often their first exposure to Army life on an active Army installation and one of the few opportunities where cadets from various parts of the country undergo a common, high-quality leadership and training experience.

c. The Leader's Training Course is intentionally stressful and is designed to develop cadet's leadership skills through exposure to interactive personal and group experiences. Through this experience, cadets will learn how and when to lead others and the importance of teamwork in accomplishing a common goal. More importantly, they will be taught the values and ethos of an Army officer and what is required to achieve this distinction.

d. The training at the Leader's Training Course utilizes small unit tactical training as the vehicle for evaluating officer potential.

e. Cadet companies begin training on specific dates as indicated in paragraph 2. Training is organized into separate committees in a tiered structure. Each company follows the same sequence of training, ensuring standardized training and evaluation of all cadets. Training events expose the cadet to adventure activities, basic military skills, leadership development, all of which are essential to enter in to the advanced course. Additionally, cadets will have the opportunity to interact with officers from different backgrounds and branches of the Army to expose them to the diversity of the officer corps.

f. Evaluation is continual and begins shortly after arrival at the Leader's Training Course. The tactical (TAC) officers and NCOs advise, coach, and, ultimately, render an assessment of each cadet's officer potential that will be provided to the PMS at the conclusion of LTC.

2. COMPANY CYCLE DATES. The 2002 ROTC Leader's Training Course will host five cycles. Each cycle is organized as a company. Report and graduation dates are as follows:

<u>COMPANY</u>	<u>REPORT</u>	<u>GRADUATION</u>
1	9 June	6 July
2	11 June	8 July
3	17 June	14 July
4	23 June	20 July
5	27 June	24 July

3. SUPPORT UNITS.

United States Army Armor Center and Fort Knox, TRADOC, FORSCOM and RC units from across the nation provide the bulk of camp support.

4. TRAINING.

Leader's Training Course is 28 days long and incorporates a wide range of subjects designed to develop/evaluate leadership and officer potential and qualify cadets for contracting in to the advanced course. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual's ability to perform challenging tasks and to make difficult decisions in demanding situations.

5. REPORTING/IN-PROCESSING CAMP.

a. DIRECTIONS TO FORT KNOX.

Strip maps showing highway access to the Fort Knox ROTC Leader's Training Course area are at Appendix A. Fort Knox exits are off U.S. 31W that is best accessed from I-65, I-265 or WKY Parkway. From U.S. 31W, take the Fort Knox, Chaffee Road, exit. All cadre must report to New

Garden Tower for initial in-processing. You will see the sign and building as you exit on the ramp. Due to heightened security, Fort Knox is a closed post and every person coming on to the installation must have picture identification. Additionally, if the POV does not have a Department of Defense decal displayed, the vehicle will be thoroughly inspected by the guards at the gates.

b. AIRPORT INFORMATION.

Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, located approximately 35 miles north of Fort Knox. Check in at the USO or information desk to arrange transportation to Fort Knox. Taxi/shuttle service will cost approximately \$15 and is reimbursable upon settlement of travel.

c. TRAIN/BUS INFORMATION. We recommend cadre not use these modes of transportation.

d. REPORTING/IN-PROCESSING.

(1) All cadre will report to Newgarden Towers, 4770 Dixie Hwy, NET 0800 and NLT 1700 on the reporting date directed in your orders. Personnel reporting after 1700 hours will still go to Newgarden Towers. The desk associate has a list of soldiers who are to report daily and will be able to direct you to your room.

(a) During duty hours, as above, all 2LTs, Cadet Command, and USARC soldiers, to include IRR, report to the Leader's Training Course personnel located in room 108 of New Garden Tower for accountability, inprocessing, and billeting. You may report for inprocessing in civilian attire. Upon inprocessing, all camp cadre will be weighed and measured. Those not meeting height/weight and body fat standards will be reported to their brigade commander. Soldiers reporting with physical disabilities that may hinder their performance at Leader's Training Course will be reassigned within Leader's Training Course.

(b) USAR Cadre and Support Soldiers will be sent to the Coordination and Support Headquarters (CSHQ), Building 6539 on Eisenhower Road, Fort Knox, phone 624-

1444/1420 after inprocessing at Newgarden Towers.

(2) **DO NOT REPORT EARLY!** If you do, you will be billeted off post at your own cost, regardless of rank. **Exception:** 1-day early arrivals authorized for personnel traveling from Guam, Hawaii, Puerto Rico, and American Samoa.

6. BILLETING.

a. **Billeting Office, ROTC Inprocessing, (502) 943-1108 Newgarden Tower; Leader's Training Course TOC, Bldg 7096, (502) 624-3925/1935.**

b. Do not contact Newgarden Tower for billeting desires. All Leader's Training Course billeting has been coordinated in advance. Do not try to get creative with your room assignments after you arrive. We compete with Armor Center soldiers and other personnel PCSing to Fort Knox for bed spaces on and off Fort Knox. We are not issued buildings and we have reserved individual beds. The billeting plan is not flexible. If a bed is not used, PCSing soldiers or transient soldiers in training at the post fill it.

c. Concept. The primary consideration in assigning cadre billets is to support accomplishment of the camp mission. Billet area/location priority is to the Companies, Committees, and Staff respectively, regardless of rank.

(1) Company Cadre are billeted together and as close to the cadets as possible. Committee Cadre are billeted with their respective committees and as close to their training sites as possible. Cadre serving on the Camp Staff are billeted in remaining available beds.

(2). Due to funding constraints, some 2LTs will double up in rooms. Rooms have already been reserved by male/female categories.

(3) Any room assignment discrepancies need to be brought to the attention of ROTC inprocessing immediately in Room 108, Newgarden Towers.

d. PETS. **Do not bring pets!** Pets are not allowed in billeting facilities. If you insist on bringing them, you must board them somewhere else at your expense.

e. GETTING YOUR ROOM.

(1) Early Arrivals. If you arrive earlier than the report date on your orders, you must arrange your own billeting at your own expense. Early arrivals, except those approved by the Camp Commander, will not be reimbursed for this lodging or for per diem (above and beyond travel allowances IAW the JFTR.

(2) Late Arrivals. If you know you will arrive later than indicated on your orders, notify the ROTC, numbers listed in paragraph 6.a. above, as soon as possible and the billeting office will try to hold your room. Let the billeting officer know when you expect to arrive.

f. FAMILY MEMBER BILLETING. We recommend that cadre members do not bring family members to camp. The long hours and mission preclude much time away from the camp area. Someone who brings family members to camp must make personal arrangements for accommodations. Transient housing facilities are allocated on a space available basis, but personnel in a PCS status use these heavily during the summer months. You may not billet family members in BOQs or BEQs. You will receive family separation allowance Type II in accordance with DOD Military Pay Manual, paragraph 30312b, if you are away from family members for more than 30-days during camp.

g. OFF-POST RENTALS. Several agencies rent furnished apartments on a month-to-month basis. A list of rentals is available from the post housing office. Headquarters, Second Region (ROTC), will not participate as an agent, liaison element, or assist in any other manner. Requests for information and arrangements are solely between the tenant and the agency/renter. There will be no reimbursement if you choose to reside off-post.

h. Notify the ROTC billeting officer of your off-post arrangements, so a room is not reserved for you.

i. EXTENSIONS. If you have to extend beyond your planned departure date, notify your chain of command who will work with the Camp G4 to ensure your room reservation is extended.

7. DEPARTURE FROM CAMP.

a. CAMP COMPLETION.

(1) The Camp Commander or designated representative will release you from your assigned section upon completion of duties, or direct your reassignment within camp. You will be notified in advance if reassignment is projected.

(2) All Reserve Component soldiers will outprocess through the CSHQ and ROTC IAW the Leader's Training Course SOP. Those in an ADSW status will ensure an OER/NCOER is completed prior to departure.

(3) 2LT Outprocessing. Outprocessing will be conducted IAW SOP. Additionally 2LTs will be required, up to 3 days prior to your departure, to complete your TDY settlement and other paperwork.

8. APPEARANCE/EQUIPMENT.

a. UNIFORMS. The duty uniform is the Battle Dress Uniform (BDU) with appropriate patches and beret. While wearing BDUs, you may not enter off-post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in off-post establishments while wearing BDUs.

b. Equipment

(1) COMPANY AND COMMITTEE. All cadre assigned to a committee or a Company MUST report to camp with the following TA-50 items. Committee Chiefs may require additional items for their cadre.

<u>ITEM</u>	<u>QUANTITY</u>
Band Helmet Camo	1
Belt Ind Equipment, LBE	1
Canteen water, 1 QT	2
Case Field First Aid	1
Case Small Arms	2
Cover Canteen, 1 QT	2
Cup, water Canteen	1
Suspenders Fld Pack, LBE	1
Sweatband Helmet	1
Helmet, Kevlar	1
Cover, Helmet Camo	1
Seasonal wet weather gear (complete)	1
PFU or IPFU	3
Class A Uniform, complete	1

(2) CAMP STAFF. All cadre assigned to camp staff must bring a complete Class A uniform and PT uniforms, PFU or IPFU.

(3) The 2002 ROTC Leader's Training Course will host an Educators' Visit. During camp, if you are selected as an escort for the Educators' Dinner, you must wear your Army Class A uniform. The BDU is the duty uniform during all other Educators' Visit events.

(4) All cadre will bring to camp the Army physical fitness uniform (PFU) (T-shirt and trunks), or the improved physical fitness uniform (IPFU). Black or gray spandex shorts may be worn with the PFU, but only black may be worn with the IPFU. Additionally, while running on Fort Knox, individuals are required to wear a reflective belt regardless of the time of day.

9. PHYSICAL CONDITIONING. Staff and cadre will be in good physical condition, able to meet weight standards and ready to participate in a rigorous physical fitness program while at camp.

10. DINING.

a. GENERAL. The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities.

b. PAYMENT. Dining facility charges are at an ala carte rate. A typical cost per meal is:

Breakfast	\$1.60
Lunch	\$3.25
Dinner	<u>\$3.25</u>
Total	\$8.10 per day

c. DINING FACILITIES. Personnel TDY to Leader's Training Course may subsist in authorized dining facilities or have meals brought to the field-training site by the support unit. In accordance with the Camp Commander's directive, there will be no missed meals payable at Leader's Training Course. Committee Chiefs must ensure all their committee members have the opportunity to consume meals.

11. ADMINISTRATION.

a. MEDICAL ~~AND~~ DENTAL. Fort Knox has **emergency/sick call** medical and dental services available to cadre during camp. All other medical issues will be referred through the LTC Medical Section DSN 464-4475 or (502)624-4475.

b. SECOND REGION CADRE ONLY. Review your personnel records at the Personnel Service Center, bldg. 5101. A dental appointment may be made at Jordan Dental Clinic, 624-7314. HIV tests are required every two years; if your last test was in calendar year 2000 or older, plan to have your HIV test done while you are at camp, or provide medical documentation verifying you have had an HIV test performed within the last 24 months. Contact the Reception Medical Processing, bldg 6586, M-F 1300-1500.

c. MAIL DELIVERY. The Camp MailRoom provides mail delivery to your assigned unit or section. Advise your correspondents of the complete address as follows:

SSG JOHN E. DOE
Leader's Training Course (ROTC)
(Company or Staff Section)
Fort Knox, Kentucky 40121-5610

Include your return address on all outgoing mail. Official envelopes cannot be used for personal mail.

d. OFFICIAL DIGITAL PHOTOGRAPH. We encourage you to have a current photograph taken while here. The photo lab is open Mon-Fri (except the last working day of the month) from 0745-1130. You do not need to make an appointment. **Bring** your Army Class A uniform with you and change at the photo lab. Pictures are ready for pick-up within 7 days.

e. MILITARY INSTITUTIONAL REPRESENTATIVE. Military Institutional Representatives (MIR) are ROTC cadre from each school and represent their cadets at Leader's Training Course. The MIR does not have to be the senior person, and if a school does not have cadre at camp, they may designate an individual from another school or their region liaison team to represent their cadets. All MIRs will report to the respective Region LNOs during inprocessing. MIRs will participate in the Educators' Visit.

f. Cadet Command cadre from other than Second Region will be attached to Second Region for UCMJ and award authority during the period specified in their travel orders. Cadet Command Resource Management will provide exact wording for the orders.

12. PASSES. Company TAC officers, staff section heads, and training committee chiefs may authorize regular passes during the period of TDY without interruption of per diem payments.

13. PAY.

a. GENERAL. Financial records will remain at their current location and regular monthly payments under Joint Service Software (JSS) will continue. Soldier may access their pay information on line through DFAS employee member self-service (EMSS) website. You will receive an information paper on this system during inprocessing.

b. LEADER'S TRAINING COURSE CADRE PER DIEM ENTITLEMENTS. Government meals are directed; quarters are contracted. Per diem entitlement is \$10.10 per day (\$8.10 meals, \$2.00 incidentals), \$20.00 per day if authorized off-post lodging.

c. POV TRAVEL ENTITLEMENTS. All cadre POV travel is IAW Cadet Command FY 2002 ROTC Camps Budget SOP. You can review this SOP on the Cadet Command website.

d. COMMERCIAL AIR TRAVEL ENTITLEMENT. Same as POV travel

e. TRAVEL PAY. All individuals must obtain a government credit card except 2LTs.

f. 2LT PAY.

(1) As part of inprocessing, 2LTs will complete all finance paperwork for accession into the pay system. Once 2LTs are identified as Camp Cadre, packets will be sent out for completion. 2LTs will hand-carry the completed packets to LTC. 2LTs must also hand-carry their 201 file and a copy of DA Form 71. These documents are required to initiate pay. 2LTs should expect to receive their first paycheck approximately 4 weeks after reporting to camp. Leave and earnings statements will be provided at camp for all active component 2LTs.

(2) 2LT POV ENTITLEMENTS. 2LTs are authorized to drive POVs with travel time in accordance with orders. Mileage reimbursement is \$.15 per mile plus a per diem of \$50.00 per day. 2LTs are paid at a different rate since you are in TDY en route status, not TDY and Return. Travel vouchers will be completed during inprocessing. The settlement is direct deposited to your bank account approximately 2 weeks after reporting.

(3) ADVANCES FOR 2LTs. A one-time \$900 advance pay is available to 2LTs upon arrival and entry into the pay system. Therefore, it will take approximately 7 to 14 workdays after reporting to receive an advance pay. The advance pay will be direct deposited to your bank account.

14. MWR.

a. **LAUNDRY.** Commercial laundries, which provide fast service, are available at your own expense. Many BOQ/BEQs have washers and dryers installed. Additionally, laundromats are available both on post and in nearby communities. Personnel who will be TDY in excess of seven days are authorized \$2.00/day for cleaning of BDUs. You must turn in receipts with your Travel Voucher (DD Form 1351-2).

b. **POSTAL.** Complete postal services are available at the main Fort Knox Post Office.

c. **RELIGIOUS SERVICES.** Fort Knox and Leader's Training Course Chaplains will conduct services for various faiths each week in the camp and post chapels. The Camp Chaplain's Office will publish a church service schedule. Due to the training environment, chaplains will often conduct religious services in the field.

d. **RECREATION.** Fort Knox has on-post theaters, bowling lanes, service clubs, libraries, craft shops, tennis courts, swimming pools, gymnasiums, and two 18-hole golf courses. Additionally, there are fishing and boating facilities. These facilities are available to you upon presentation of proper identification and payment of fees, where applicable. If you plan to participate in athletics and recreation programs, bring personal equipment such as fishing gear, golf clubs, and tennis rackets. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification. Golfers may join the golf club at a reduced rate for their length of stay at Fort Knox.

e. **OFFICER/NCO CLUBS.** The Leaders and Rocker II Clubs offer both casual and formal atmospheres. The clubs permit the duty uniform or casual civilian clothes. Dues range from \$10 to \$15 for cadre summer memberships if you are not a member of another officers' club. To cash checks at the clubs, you must have your military ID card and a patron's identification card.

15. PRIVATE VEHICLES.

a. **General:** Due to heightened security, Fort Knox is a closed post and every person coming on to the installation must have picture

identification. Additionally, if the POV does not have a Department of Defense decal displayed, the vehicle will be thoroughly inspected by the guards at the gates.

b. **OPERATING A POV.** To legally operate a motor vehicle in Kentucky, you must have current proof of insurance for the state in which the vehicle is registered, valid state registration and a valid driver's license.

c. **MOPEDS.** The Kentucky State Motor Vehicle Laws prohibit the operation of MOPEDS on freeways within the state. A MOPED is any motor driven cycle under five horsepower with less than four wheels.

d. **MOTORCYCLES.** The following requirements apply to soldiers while operating a motorcycle on the installation. Driver must have attended a DOD sponsored motorcycle safety course. Driver and passenger must wear protective equipment. This includes approved helmet, eye protection (shatter-resistant glasses, goggles, or face shield); gloves, long legged pants, long sleeved shirt or jacket, leather boots or shoes, and high visibility reflectorized overgarments (reflective vest). Helmets are not required for driving off post.

16. VEHICLE LICENSES.

a. **Incidental Operator's Permit.** All ROTC cadre participating in Leader's Training Course should possess a valid state driver's license. The government is essentially a self-insurer, but should the GSA vehicle be damaged as a result of misconduct or negligence, the government may seek reimbursement through a Report of Survey.

(ROS). Some private insurance companies carry a provision that covers the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages by ROS. Recommend individuals that will operate GSA vehicles during summer camp contact their insurance agent about this coverage.

b. **Operation of administrative use vehicles** under one ton requires only a valid state operator's permit.

c. TMP vehicles are dispatched weekly; redispatching is required. In addition to the TMP dispatch, an internal operator control log and operator maintenance record will be maintained by each staff section, committee and company. These documents will be used to monitor operator usage and maintenance throughout camp. The internal operator control log will be collected at each weekly redispatching.

d. ROTC TMP is open from 0600-1800 hours daily. An ROTC transportation coordinator is assigned to G4 throughout camp and is your POC for vehicle questions or problems. Additional vehicle information can be found in the Camp SOP.

17. SAFETY.

a. ACCIDENT PREVENTION. Remember your responsibility to prevent accidents. Safety is a leadership responsibility and you are equally responsible for ensuring that training areas and equipment are used safely. Common sense, close supervision, and emphasis on safety will help reduce the chance of injuries..

b. MEDICAL HAZARDS. Dehydration, insect bites/stings, allergies, reactions to poisonous plants, and heat exhaustion are just a few of the health problems you may encounter. If you have known medical problems, provide appropriate information to medical personnel.

c. APPLIANCES. Do not bring coffee makers, hot plates, or other similar heat-producing appliances for use in sleeping quarters. You may bring a microwave oven for the billets.

d. HEARING CONSERVATION. Earplugs are required whenever hazardous noise levels are known or suspected (i.e., firing ranges, and areas where hazardous noise level signs are posted).

18. TOBACCO CONTROL PLAN. Army policies permit smoking in designated areas only. There will be no smoking or use of any tobacco product around cadets or on the committee sites during training. There is no

smoking or use of tobacco products in buildings used as offices, workplaces, or in billets.

19. SECURITY OF PERSONAL PROPERTY.

a. WEAPONS. DO NOT bring weapons or ammunition of any type to camp. No knives with blades over 3 inches in length are permitted.

b. PERSONAL PROPERTY. You are responsible for the security of your personal property. We strongly recommend that you do not bring large amounts of money, jewelry, or any unnecessary high dollar value items.

20. CADET/CADRE AND CADET/CADET RELATIONSHIPS. It is the responsibility of each Leader's Training Course cadre member to understand the components of sexual harassment, improper relationships, and fraternization between cadre members, between cadre and cadets or between cadets and other cadets, and to maintain the highest standards of honesty, impartiality and conduct to ensure the proper performance of our Leader's Training Course mission. Inappropriate behaviors will not be tolerated and will be dealt with expeditiously and personally by the Camp Commander.

a. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

b. Sexual Harassment.

(1) Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following occurs:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(d) When a person in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment.

(e) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

c. Improper Relationships Between Members of Different Ranks. The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain which are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship that exists between cadets and cadre at Leader's Training Course. Personal and romantic relationships between cadets and cadre are perceived by all as a cause for partiality and preferential treatment, are invariably the source of embarrassment to this Command, and are therefore, strictly prohibited. All cadre members will conduct themselves in a manner that cannot be misinterpreted by cadets or others.

d. Reporting Offenses. The Company TAC Staff will discuss the topics of sexual harassment and improper relationships with their cadet Companies. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General. **Cadre with knowledge of sexual activity between cadets in the barracks or field environment are obligated to report such activity to the Camp Chain of Command or to the Inspector General.**

a. Cadre behavior will always be above reproach, on and off duty. Areas of particular concern are:

(1) Responsible consumption of alcohol.

(2) Compliance with Kentucky State strict drunk driving laws - .08% legal limit.

(3) Avoidance of off limit facilities as designated by I Corp.

b. Compliance with restriction/limitations placed on the use of government owned or leased vehicles.

22. LOCATION/AVAILABILITY OF CAMP INSPECTOR GENERAL (IG). The Camp IG serves as an extension of the Camp Commander's eyes, ears, voice, and conscience. The IG provides service to all Leader's Training Course cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The Camp IG is located in Bldg. 203.

The proponent of this circular is the Directorate of f Training. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

FOR THE COMMANDER:

RONALD M. BOUCHARD
Colonel, GS
Chief of Staff

DISTRIBUTION:

A, B, C, D
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